

Health and Nutrition Services COVID-19 Webinar: SFSP Claims for School Food Authorities

COVID-19 COMMUNICATIONS

September 28, 2020

Professional Standards Learning Code: 3240



Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating the National School Lunch Program (NSLP), School Breakfast Program (SBP) and the Summer Food Service Program (SFSP)**. All regulations are specific to operating the Child Nutrition Programs under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

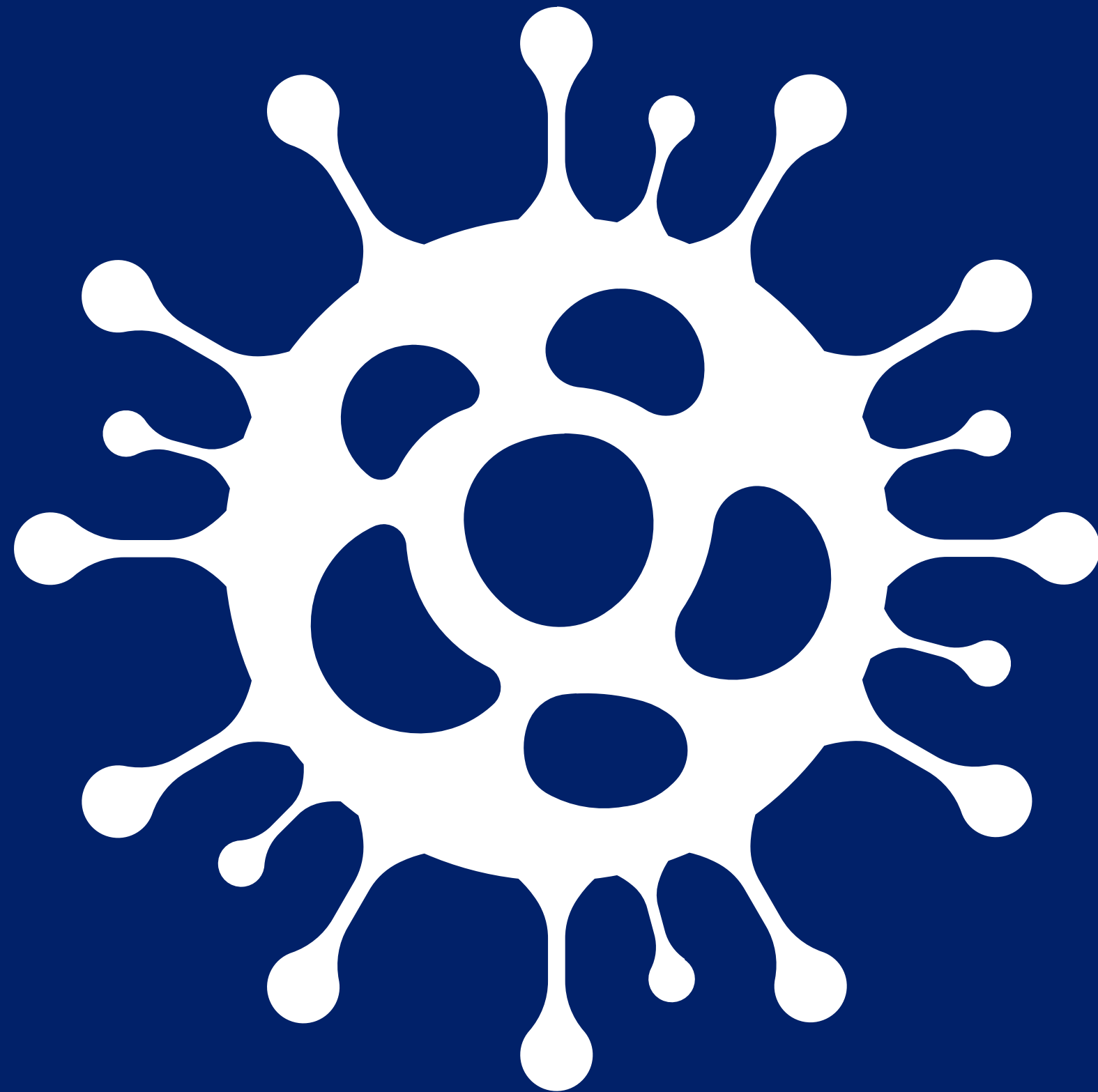
Training Title: COVID-19 Communications Webinar: SFSP Claims for School Food Authorities 9.28.20

Key Area: 3000-Administration

Learning Codes: 3240

Length: 1 hour

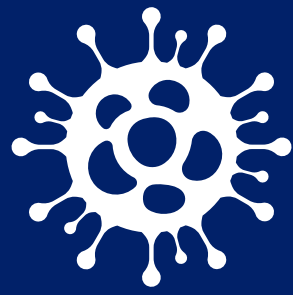




GET INFORMED.

TODAY'S DISCUSSION

Retroactively claiming NSLP and SBP meals under SFSP.



IN CASE YOU MISSED IT

COVID-19 Communications Webinar

SEPTEMBER 21, 2020 WEBINAR: TO TRANSITION TO SFSP OR NOT TO TRANSITION

In this webinar we covered many considerations regarding transitioning to SFSP/SSO or staying with NSLP for the remainder of 2020.

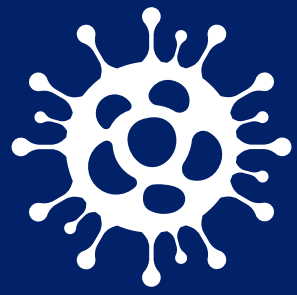
The webinar recording and slides can be found on the Health and Nutrition Services [COVID-19: Guidance for Child Nutrition Operators](#) webpage.

Topics We Will Cover Today

1. Claiming NSLP meals under SFSP
2. Scenarios for retroactive claiming
 - a. NSLP/SBP only
 - b. NSLP/SBP and Afterschool Snack or At-Risk
3. Q&A

Claiming NSLP Meals Under SFSP



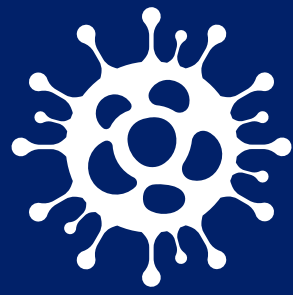


CLAIMING NSLP MEALS UNDER SFSP

Per [USDA memo SP 25-2020](#) question #6, ADE may reimburse SFAs under SFSP/SSO for meals served since the beginning of the school year.

This is optional!

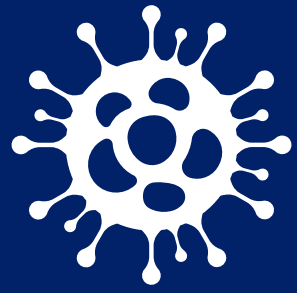
- Option 1: You began operating your school year operating NSLP/SBP and claimed under NSLP/SBP for July/August. You began SFSP in September and you will claim under SFSP moving forward.
- Option 2: You began operating your school year operating NSLP/SBP and claimed under NSLP/SBP for July/August. You began SFSP in September and you intend to claim July/August through December under SFSP.



CLAIMING NSLP MEALS UNDER SFSP

What if I am not applying for SFSP until October or later?

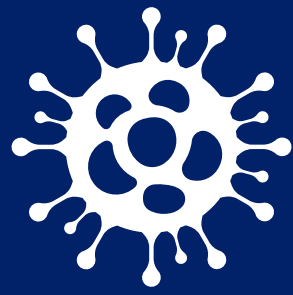
- You still have the option to claim NSLP/SBP meals served since the beginning of the school year under SFSP.
- The later you wait to apply for SFSP, you run the risk of not being able to claim all NSLP/SBP meals served since the beginning of the school year under SFSP due to the 60-day claiming window.
 - If you operated NSLP in July, a CNPWeb application and claim must be submitted by September 29th.
 - If you operated NSLP in August, a CNPWeb application and claim must be submitted by October 30th.



CLAIMING NSLP MEALS UNDER SFSP

Also addressed in [USDA memo SP 25-2020](#) question #6, SFAs who wish to have claims retroactively paid under SFSP from the beginning of the school year must also reimburse students who paid for their meals during that time.

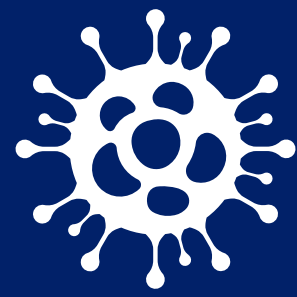
- If you cannot reimburse students who paid for meals since the beginning of the school year, then you cannot retroactively claim NSLP meals under SFSP. You can claim meals under SFSP beginning on the date you transitioned to operating SFSP/SSO.



CLAIMING NSLP MEALS UNDER SFSP

Reminders about claims in CNPWeb:

- The site/sponsor applications are what connects to the ability to claim in CNPWeb.
- You must have APPROVED applications in CNPWeb in order for a claim to be generated.
- The claim is generated based on the program dates listed in the APPROVED CNPWeb applications.
 - For example, if the Program Period 1 Begin Date is September 1, CNPWeb will generate claims beginning in the month of September.
- Remember the Fiscal Year (FY) beginning and end dates:
 - **FY2020: October 1, 2019-September 30, 2020**
 - If you plan to begin SFSP operation on October 1, 2020 (FY21) but wish to claim meals served since the beginning of the year under SFSP, you must have an APPROVED FY20 application with a Begin Date of the first day of school.
 - **FY2021: October 1, 2020-September 30, 2021**



CNPWEB APPLICATIONS AND CLAIMING

July

August

September

October

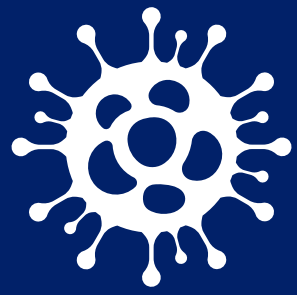
November

December

FY20 SFSP CNPWeb Application

FY21 SFSP CNPWeb Application

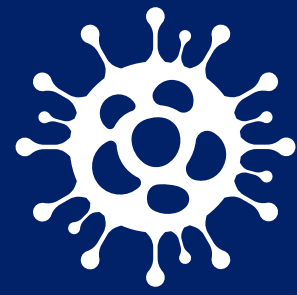
PY21 NSLP CNPWeb Application



CLAIMING NSLP MEALS UNDER SFSP

Reminders about claims in CNPWeb:

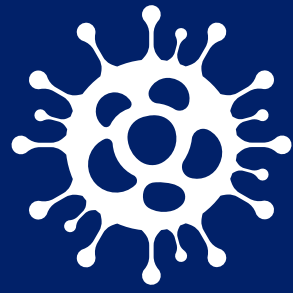
- Be mindful of the 60-day claiming window!
 - SFAs that intend to claim meals served during the month of **July** under SFSP must have an approved SFSP CNPWeb application and submit their claim no later than **September 29, 2020**.
 - If you operated for 10 or fewer days in July, you can combine those days with your August claim, which must be submitted by October 30, 2020.



CLAIMING NSLP MEALS UNDER SFSP

Reminders about claims in CNPWeb:

- Be mindful of the 60-day claiming window!
 - SFAs that intend to claim meals served during the month of **August** under SFSP must have an approved SFSP CNPWeb application and submit their claim no later than **October 30, 2020**.

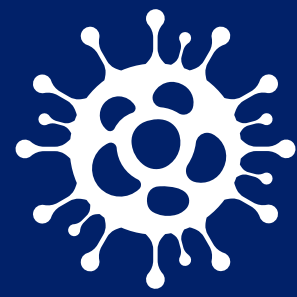


CLAIMING NSLP MEALS UNDER SFSP

Reminders about claims in CNPWeb:

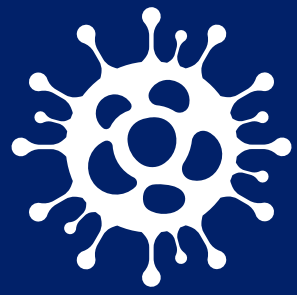
- Be mindful of the 60-day claiming window!
 - SFSP meals served during the month of **September** must be claimed in CNPWeb no later than **November 29, 2020**.

These dates can also be found on the [SFA Application Reference Sheet](#).



CLAIMING NSLP MEALS UNDER SFSP

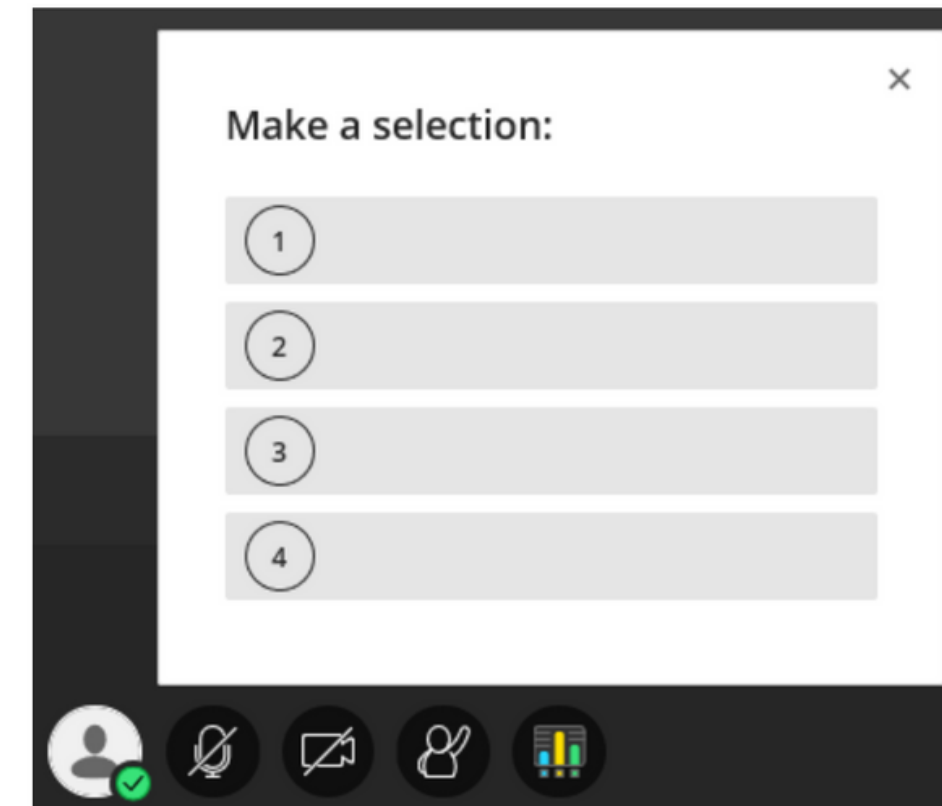
July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
FY20 SFSP CNPWeb Application must be approved by September 29, 2020 to claim for all of July 2020.	FY20 SFSP CNPWeb Application must be approved by October 30, 2020 to claim for all of August 2020.	FY20 SFSP CNPWeb Application must be approved by November 29, 2020 to claim for all of September 2020.	FY21 SFSP CNPWeb Application must be approved by December 30, 2020 to claim for all of October 2020.	FY21 SFSP CNPWeb Application must be approved by January 29, 2021 to claim for all of November 2020.	FY21 SFSP CNPWeb Application must be approved by March 1, 2021 to claim for all of December 2020.

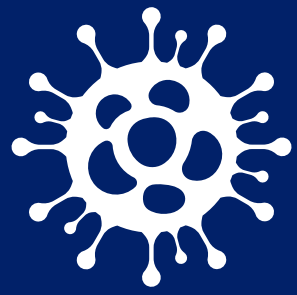


COMPREHENSION CHECK

I want to submit my July claim under SFSP. What is the deadline for having my FY20 CNPWeb application approved and submitting my July SFSP claim?

1. September 29
2. October 30
3. November 29
4. December 30

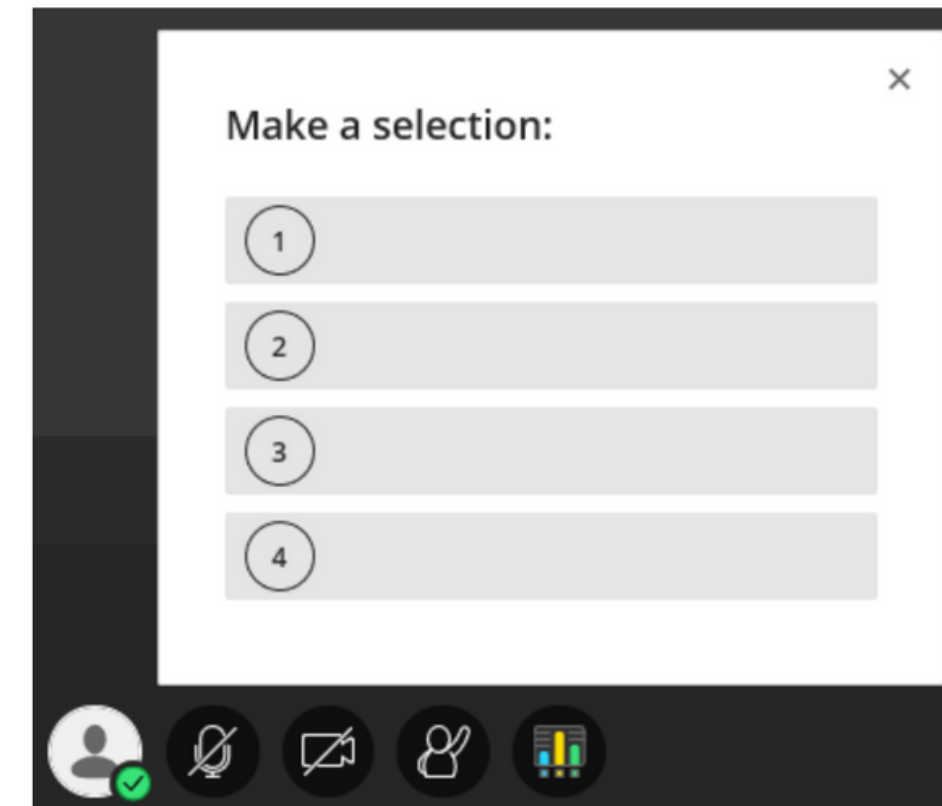


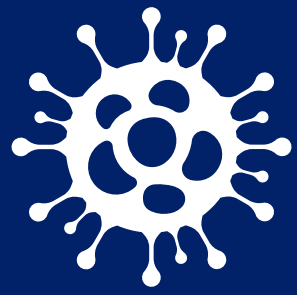


COMPREHENSION CHECK

I want to submit my July claim under SFSP. What is the deadline for having my FY20 CNPWeb application approved and submitting my July SFSP claim?

1. **September 29**
2. October 30
3. November 29
4. December 30



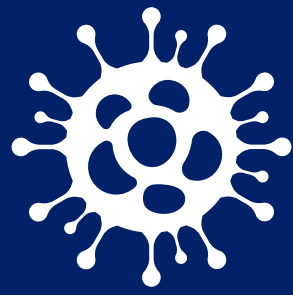


COMPREHENSION CHECK

I want to submit my July and August claims under SFSP. I already have my FY20 CNPWeb applications submitted and approved with a start date of September 1. Do I have to change my start date?

1. Yes
2. No

A screenshot of a Zoom meeting interface. A poll window is open with the title "Make a selection:". It contains two options: "Yes" and "No", each with a corresponding input field. The "Yes" option is selected. At the bottom of the Zoom window, there is a toolbar with icons for a profile picture (with a green checkmark), a microphone, a video camera, a chat icon, and a gallery view icon.

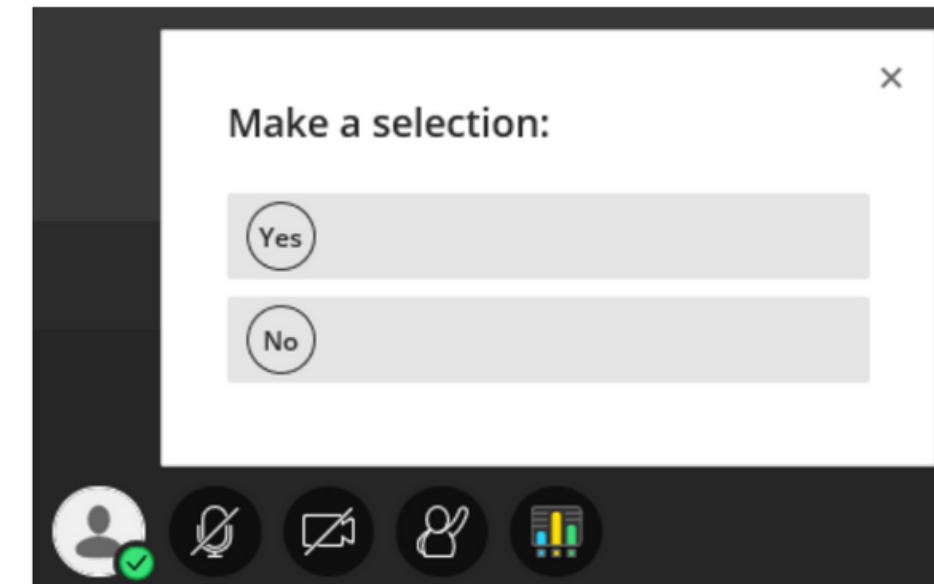


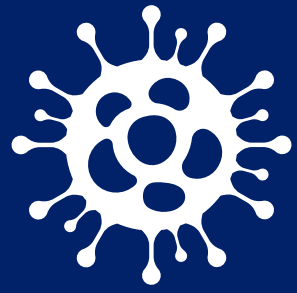
COMPREHENSION CHECK

I want to submit my July and August claims under SFSP. I already have my FY20 CNPWeb applications submitted and approved with a start date of September 1. Do I have to change my start date?

1. **Yes**
2. No

CNPWeb will not generate a claim for July and August if the start date in the application is in September. You must submit a new application with a July start date and it must be approved by your specialist in order to generate a claim for July and August.



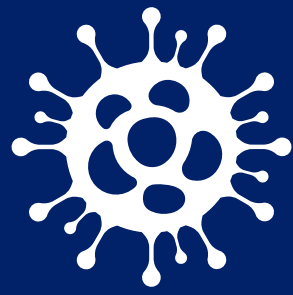


COMPREHENSION CHECK

Can I put an end date of December 31 on my FY20 application?

1. Yes
2. No

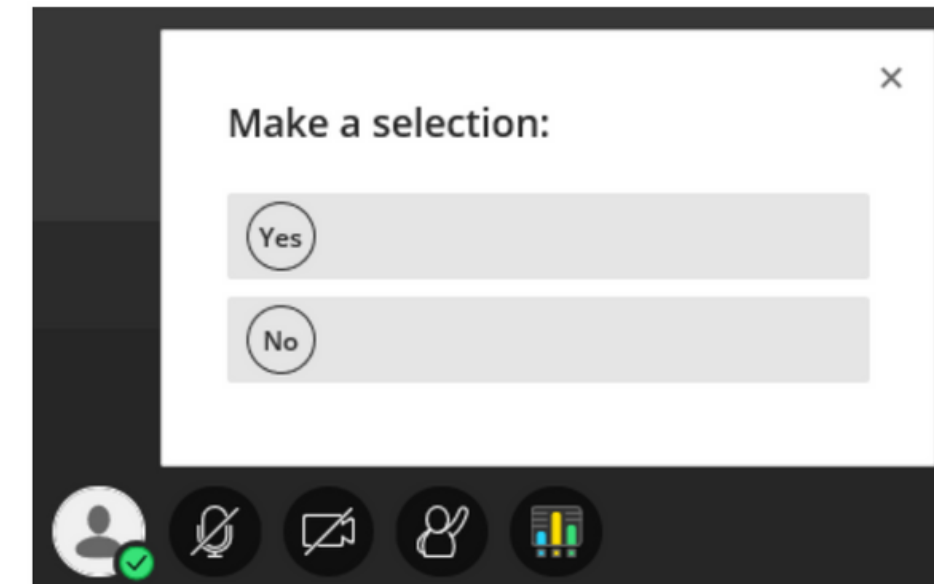
A screenshot of a Zoom poll interface. The poll is titled "Make a selection:" and has two options: "Yes" and "No". The "Yes" option is selected, indicated by a green checkmark. The poll is displayed in a white box with a close button (X) in the top right corner. Below the poll box is a dark bar containing icons for a user profile, a microphone, a video camera, a chat bubble, and a bar chart.



COMPREHENSION CHECK

Can I put an end date of December 31 on my FY20 CNPWeb application?

1. Yes
2. **No**

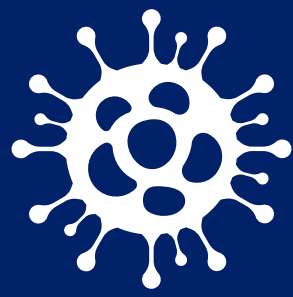


FY20 ends on September 30th. FY21 begins on October 1st. In order to operate SFSP after September 30th you must submit a CNPWeb application for FY21.

Scenarios for Retroactive Claiming

NSLP and SBP Only

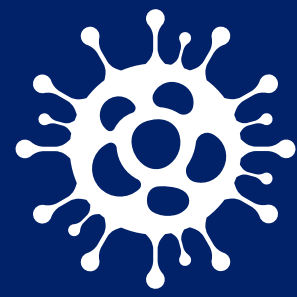




CLAIMING NSLP/SBP MEALS UNDER SFSP

For some programs, the number of sites in CNPWeb for NSLP will not match the number of sites in CNPWeb for SFSP.

- The entity will need have records to support the total number of meals submitted for reimbursement.
- The total number of meals served under NSLP/SBP must be reflected in the SFSP claims.



CNPWEB CLAIM VERBIAGE

Pending: You've entered claim data but have not submitted for reimbursement. Actions in this status are Edit or Delete (found inside the claim after clicking Edit).

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	09/15/2020 4:01p	

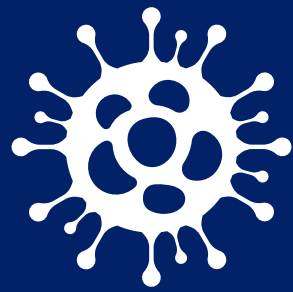
Submitted: You've entered claim data and submitted for reimbursement. Actions in this status are Edit or Delete (found inside the claim after clicking Edit).

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/15/2020 12:55p	

Processed: You've entered and submitted claim data for reimbursement and ADE has sent payment. Action in this status is Create New Revision.

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View	<input checked="" type="checkbox"/>	Original	Regular Claim	Processed	09/02/2020 2:55p	

▶ [Create New Revision](#)



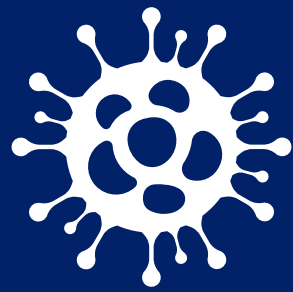
SCENARIO 1

NSLP Claims Not Yet Submitted for July or August

No NSLP claims have been submitted for July or August:

- 1)** Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
- 2)** Your SFSP specialist will approve the CNPWeb application.
- 3)** Submit the July claims by September 29.* August claims must be submitted by October 30.

***You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.**



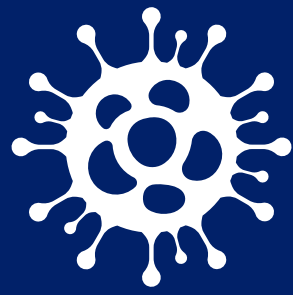
SCENARIO 2

NSLP Claims Have Been Submitted and Paid for July or August

NSLP claims have been submitted and in "Processed" status for July or August:

- 1)** Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
- 2)** Your SFSP specialist will approve the CNPWeb application.
- 3)** Create New Revision for each claim submitted under NSLP. Leave all NSLP/SBP fields with zeros. Click Save. Resubmit all claims. (Ensure claims status shows "Submitted," not "Pending.")
- 4)** Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. (The total number of meals claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

***You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.**



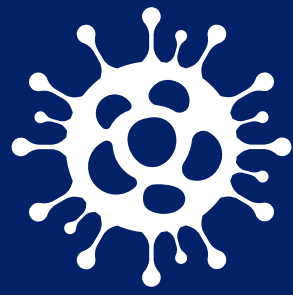
SCENARIO 2

Offsetting the SFSP Claim

ADE will subtract what was already paid through NSLP from your SFSP claim and the remaining balance from the SFSP claim will be processed for payment.

Example: August NSLP claim was submitted and the entity received \$3000 in reimbursement. The entity submitted their August SFSP claim, resulting in \$4000 in reimbursement. The entity should receive \$1000 in reimbursement for their August SFSP claim.

*Depending on ADE's claim processing schedule, the entity will see this \$1000 separately or added to another claim.



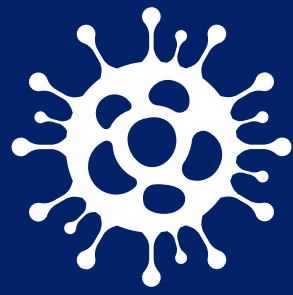
SCENARIO 3

NSLP Claims Have Been Submitted and Not Paid for July or August

NSLP claims are in "Submitted" status (submitted and not paid) for July or August:

- 1)** Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
- 2)** Your SFSP specialist will approve the CNPWeb application.
- 3)** Delete each claim that is in "Submitted" status under NSLP. (Click Edit and scroll down to the bottom of the claim to click Delete.)
- 4)** Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. (The total number of meals intended to be claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

***You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.**



SCENARIO 4

NSLP Claims Are Pending for July or August

NSLP claims are in "Pending" status (not submitted) for July or August:

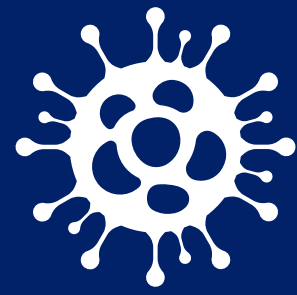
- 1)** Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
- 2)** Your SFSP specialist will approve the CNPWeb application.
- 3)** Delete each claim that is in "Pending" status under NSLP. (Click Edit and scroll down to the bottom of the claim to click Delete.)
- 4)** Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. (The total number of meals intended to be claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

***You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.**

Scenarios for Retroactive Claiming

NSLP/SBP and Afterschool Snack or
At-Risk

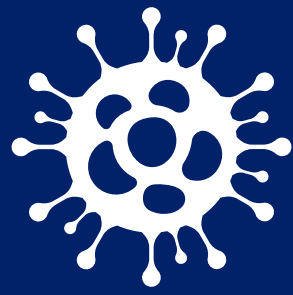




AFTERSCHOOL SNACK AND AT-RISK

Afterschool Snack and At-Risk claims cannot be retroactively paid under SFSP.

- If you operated either of these programs since the beginning of the school year, and intend to retroactively claim NSLP/SBP meals under SFSP, you will have an NSLP claim and an SFSP claim.
- If you intend to operate either of these programs simultaneously with SFSP through December, you will submit an NSLP claim and an SFSP claim each month.



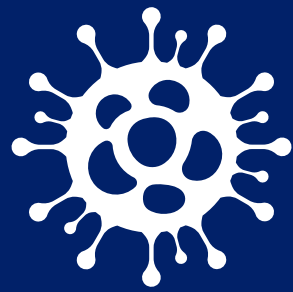
SCENARIO 1

NSLP Claims Not Yet Submitted for July or August

No NSLP claims have been submitted for July or August:

- 1)** Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
- 2)** Your SFSP specialist will approve the CNPWeb application.
- 3)** Ensure you have an NSLP CNPWeb application submitted for PY21 with the first day of school as the Site Start Date and indicate "Participating" for Afterschool Snack or At-Risk. (You will need to indicate "Participating" for NSLP or the system will not let you submit.)
- 4)** Your NSLP specialist will approve the CNPWeb application.
- 5)** Submit the July claims by September 29.* August claims must be submitted by October 30. NSLP/SBP claims will only include Afterschool Snack or At-Risk; SFSP claims will include breakfast and lunch.

***You are encouraged to notify your SFSP and NSLP specialists if you plan to claim for July so your application approval can be prioritized.**



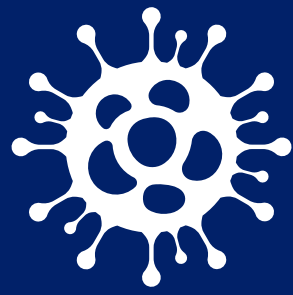
SCENARIO 2

NSLP Claims Have Been Submitted and Paid for July or August

NSLP claims have been submitted and in "Processed" status for July or August:

- 1)** Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
- 2)** Your SFSP specialist will approve the CNPWeb application.
- 3)** Create New Revision for each claim submitted under NSLP. Leave NSLP/SBP fields with zeros. [Reenter the Afterschool Snack or At-Risk totals. Click Save. Resubmit all claims.](#) (Ensure claims status shows "Submitted," not "Pending.")
- 4)** Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. [NSLP/SBP claims will only include Afterschool Snack or At-Risk; SFSP claims will include breakfast and lunch.](#) (The total number of meals claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

***You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.**



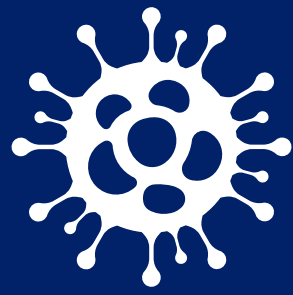
SCENARIO 3

NSLP Claims Have Been Submitted and Not Paid for July or August

NSLP claims are in "Submitted" status (submitted and not paid) for July or August:

- 1)** Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
- 2)** Your SFSP specialist will approve the CNPWeb application.
- 3)** [Edit](#) each claim that is in "Submitted" status under NSLP and enter zeros for NSLP/SBP. [Leave the fields Afterschool Snack/At-Risk as is. Resubmit all NSLP/SBP site claims. \(Ensure claims status shows "Submitted," not "Pending."\)](#)
- 4)** Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. [NSLP/SBP claims will only include Afterschool Snack or At-Risk; SFSP claims will include breakfast and lunch.](#) (The total number of meals intended to be claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

***You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.**



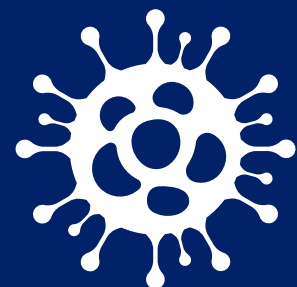
SCENARIO 4

NSLP Claims Are Pending for July or August

NSLP claims are in "Pending" status (not submitted) for July or August:


- 1)** Ensure you have an SFSP CNPWeb application submitted for FY20 with the first day of school as the Program Period Begin Date.
- 2)** Your SFSP specialist will approve the CNPWeb application.
- 3)** Edit each claim that is in "Pending" status under NSLP and enter zeros for NSLP/SBP. Ensure the fields for Afterschool Snack/At-Risk are complete. Submit all NSLP/SBP site claims. (Ensure claims status shows "Submitted," not "Pending.")
- 4)** Submit SFSP July claims by September 29.* August SFSP claims must be submitted by October 30. NSLP/SBP claims will only include Afterschool Snack or At-Risk; SFSP claims will include breakfast and lunch. (The total number of meals intended to be claimed in a month under NSLP/SBP should be the same number of meals claimed under the same month for SFSP.)

***You are encouraged to notify your SFSP specialist if you plan to claim for July so your application approval can be prioritized.**



RESOURCES

COVID-19 Communications

**School Food Authority (SFA) Requirements for Operating SFSP /SSO from July 2020-December 2020**

This reference sheet is specific to operators of the Summer Food Service Program (SFSP) or the Seamless Summer Option (SSO), federally assisted meal programs administered by ADE from the United States Department of Agriculture (USDA).

STEP 1

Begin operating SFSP /SSO!

SFAs may begin operating SFSP/SSO immediately. Prior approval is not required to begin program operations.

STEP 2

Submit SFSP CNPWeb Application(s)

SFAs may submit their SFSP CNPWeb Application(s) at any time between now and December 31, 2020.

SFAs are required to submit a SFSP CNPWeb application for each fiscal year during which they operate SFSP (the SFSP fiscal year begins October 1 and ends on September 30).

- FY20 SFSP CNPWeb Application:** required if you operate SFSP from July 2020 through September 2020
- FY21 SFSP CNPWeb Application:** required if you operate SFSP from October 2020 through December 2020

NOTE: A Management Plan is not required for operating SFSP from July 2020 through December 2020.

STEP 3

Claim SFSP Meals


July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
FY20 SFSP CNPWeb Application must be approved by September 30, 2020 to claim for all of July 2020.	FY20 SFSP CNPWeb Application must be approved by October 30, 2020 to claim for all of August 2020.	FY20 SFSP CNPWeb Application must be approved by November 29, 2020 to claim for all of September 2020.	FY21 SFSP CNPWeb Application must be approved by December 30, 2020 to claim for all of October 2020.	FY21 SFSP CNPWeb Application must be approved by January 29, 2021 to claim for all of November 2020.	FY21 SFSP CNPWeb Application must be approved by March 1, 2021 to claim for all of December 2020.

Retroactively Claiming NSLP Meals

SFAs have the option to retroactively claim NSLP meals served from July 2020 to December 2020 as SFSP meals rather than NSLP meals so long as their SFSP CNPWeb application has been approved within the 60 day claiming window. Thus, while there is no strict deadline for applying to operate SFSP between now and December 31, 2020, it is in the best interest of SFAs transitioning from NSLP to SFSP to submit their SFSP CNPWeb applications as soon as possible if they wish to claim already served NSLP meals under SFSP.

Health and Nutrition Services | September 17, 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

[SFA Application Reference Sheet](#)

**Summer Food Service Program (SFSP) Application and Claiming Frequently Asked Questions (FAQ)**

ARIZONA DEPARTMENT OF EDUCATION
HEALTH AND NUTRITION SERVICES

ADE Health and Nutrition Services has provided answers to the questions below to provide clarity about the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) claiming and application process for the months of September-December 2020 for School Food Authorities (SFAs) and Community Organizations (COs).

CLAIMING

1.) How do I retroactively have meals already claimed for NSLP and SBP claimed as SFSP (simplified) or SSO meals instead? (NEW 9/23/20)

In CNPWeb, a revised NSLP/SBP claim will have to be submitted with zero meals claimed for the meals that will be claimed in SFSP or SSO. Then, a new SFSP/SSO claim will need to be submitted with the meal counts from the NSLP/SBP claim, matching meal count records used at the Point of Service. When the claims are processed by ADE, the amount owed from the downward NSLP/SBP claim will be offset by the SFSP/SSO claim. The remaining balance due to the SFA will be paid out.

Follow the steps below to switch NSLP/SBP claims for July and/or August to SFSP or SSO claims for July and/or August:

Step 1: The SFA must first have an approved Program Year (PY) 2020 SFSP application in CNPWeb for SFSP or SSO with site operating dates that cover the periods intended to be claimed (July-September).

Step 2: After the SFSP/SSO application is approved in CNPWeb, if the SFA already claimed under NSLP/SBP and the claim status is Processed, the SFA must first create a revised NSLP/SBP claim for July and/or August. This claim will be submitted with zero in every field on the claim.

Note: If the SFA already claimed in NSLP/SBP and the claim is still in submitted status, the NSLP/SBP claim should be opened and deleted.

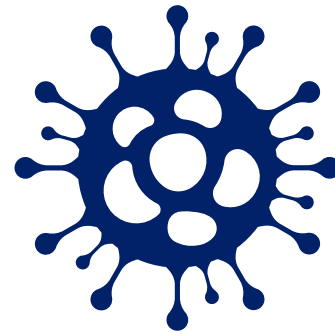
Step 3: After the NSLP/SBP claim has been revised or deleted, the SFA will go to SFSP, create and submit an original SFSP claim for the same month with the same total meal counts that were previously reported on the NSLP/SBP claim.

Step 4: After the NSLP/SBP claim is revised or deleted and the original SFSP claim is in submitted status, Grants Management will process the claims for payment.

- The NSLP/SBP claim revision will result in a downward adjustment for the claim month which will have to be offset by the SFSP claim for the same month.
- The original SFSP claim submitted will result in an upward adjustment that will be processed for payment. This claim will offset the amount due to ADE from the NSLP/SBP claim. The remaining balance owed to the SFA will be processed for payment.

SFSP FAQ | September 23, 2020 | Arizona Department of Education | This institution is an equal opportunity provider. 1

[SFSP Application and Claiming FAQ](#)



THANK YOU!

Please type your questions into the chat box.

The slides and recording will be posted on the COVID-19 Resources Webpage. If you are attending the live webinar, you will be marked attended in EMS then will be able to access the survey and certificate of completion.

Join us for the October Staying on Track Webinar where we will review guidance to keep you on track for whichever Child Nutrition Program you are operating! October 6, 2020 at 1:30pm. Register in EMS!

Congratulations!

You have completed the **Recorded Webinar: COVID-19 Webinar: SFSP Claims for School Food Authorities 9.28.20**

To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** Recorded Webinar: SFSP Claims for School Food Authorities 9.28.20
- **Learning Codes:** 3240
- **Key Area:** 3000-Administration
- **Length:** 1 hour

Please Note: Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.



Congratulations!

Requesting a training certificate:

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

*This will not appear in your Event Management System (EMS) account.

https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey_

The information below is for your reference when completing the survey:

- Training Title: Recorded Webinar: COVID-19 Webinar: SFSP Claims for School Food Authorities 9.28.20
- Professional Standards Learning Codes: 3240

